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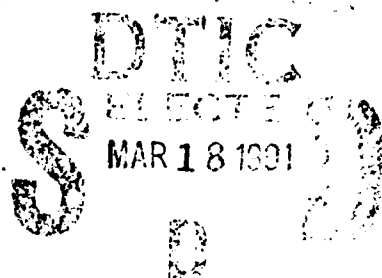
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Interacting with DTIC

July 1990

United States Air Force
Scientific and Technical Information Program
Management of STINFO

USAF STINFO MANAGEMENT 90/6

Secretary of the Air Force
Deputy for Scientific and Technical Information (SAF/AQT)
The Pentagon
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13. ABSTRACT (Maximum 200 words)
This document, prepared for video production, is an overview of how the USAF STINFO Program Manager interacts with the Defense Technical Information Center (DTIC). It is additionally informational for the USAF endusers of DoD scientific and technical information (STI), the managers, scientists, and engineers. The role of the STINFO Program Manager is to contribute to DTIC's collections and databases, act as facilitator of its use, and promote DTIC services in the local organization. This document may be used in conjunction with the video, or separately.

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Interacting with DTIC

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Table of Contents

1. Introduction

DTIC - the Defense Technical Information Center... We see and hear this acronym frequently. For example, Air Force Regulation 83-1 states that the United States Air Force STINFO Program should make full use of the services and support of DTIC to carry out Air Force STINFO program policy and procedures. In fact, every Air Force regulation dealing with STINFO makes some mention of DTIC. The purpose of this video is to describe DTIC and to comment on the STINFO Program's interactions with that organization.

DTIC was established to support Defense related research, development, test, evaluation, and engineering efforts and activities. Its history dates back to 1945 when captured technical documents were acquired by the Air Documents Division of the Air Materiel Command Intelligence Department. Two years later, the Central Air Documents Office was formed.

In 1951, Air Force and Navy efforts were combined to set up the Armed Services Technical Information Agency to serve all three military departments and their contractors. By 1963, there were 70,000 titles in the collection, with more than one million annual requests for documents. It was in 1963 that operational control of ASTIA was transferred to the Defense Logistics Agency and was renamed the Defense Documentation Center, DDC. In 1979, DDC's name was changed to DTIC to symbolize an expanded mission that included providing direct support to the Office of the Secretary of Defense in coordinating the overall scientific and technical information program.

2. DoD Mandate

By DoD mandate, DTIC is designated to provide a central source of scientific and technical information services to assist in carrying out STINFO policy and administration; to operate DoD-wide STINFO systems; to act as a coordinating point for DoD STINFO databases and systems; and to explore and demonstrate new supporting technology.

3. Internal Organization

DTIC's main facility is located at Cameron Station, Alexandria, Virginia. There are four regional offices which serve localized communities and special research interests. They are located in Albuquerque, New Mexico; Los Angeles, California; San Diego, California; and Hanscom Air Force Base, Massachusetts.

Users of DTIC services and support consist of the DoD components and their contractors, as well as other U.S. Government organizations and their contractors. DTIC does not serve the public; the National Technical Information Service, NTIS, has been assigned that task.

Contributors to DTIC consist of the DoD components and their contractors, subcontractors, and grantees. Some information is also received from other U.S. Government organizations such as the Department of Energy, NASA, and the Department of Transportation. In addition, friendly foreign governments such as Belgium, Australia, Canada, Denmark, and Great Britain, contribute materials under special agreements with DTIC.

The contributors control the security classification and distribution limitations of the information they submit to DTIC. Further, by sending records and information for input into the various DTIC databases, contributors ensure the continuous and ready exchange of information which guards against duplication of efforts and resource expenditures. Then too, contributors are assured safekeeping for their records, and may recall them quickly for their own use at any future date.

4. The STINFO Program Manager's Role

A number of the duties of an Air Force STINFO Program Manager relate directly to DTIC. Specifically, STINFO Program Managers are contributors to DTIC's collections and databases, facilitators of its use, and promoters of its services.

5. Becoming a User of DTIC

Prior to using DTIC, you must first register. Registration, which is free, involves submitting a DD Form 1540, Registration for Scientific and Technical Information Services, which is available as part of the registration packet. The form includes such items as organization name, address, telephone, facility security clearance, and the subject fields of interest, which for most DoD users will be ALL fields. Registration is valid for one year, and annual recertification is required.

To become a registered DTIC user call DTIC's Registration and Services Section at (202) 274-7633 or AUTOVON 284-7633. They will send you a registration packet, and will answer any questions you may have about registration.

Access to most of the DTIC services is not free. The current cost for documents is $5 for the first 100 pages and 7 cents per page over 100 pages, and the cost for microfiche is 95 cents per document. In addition, the cost of dial-up access to the DTIC search service is $30 per hour. However, you should be aware that DTIC, in its mission of serving the Department of Defense, does not charge for a number of support services such as Current Awareness Bibliographies, and, in general, charges less than the National Technical Information Service for documents.

DTIC does not handle billing or collecting of accounts, instead, each DTIC user must set up a Deposit Account with the National Technical Information Service, and this account is billed for all DTIC charges.

6. Inputting

DTIC's major holdings include the technical report collection, a bibliographic database containing citations to these reports, a database containing summaries of ongoing and completed DoD work efforts, and a database containing summaries of independent research and development efforts performed by defense contractors. These holdings are an extremely valuable information resource and it is part of the STINFO Program Manager's job to contribute to them in order to keep these holdings accurate and up to date.

Technical Report Collection

The Technical Reports Collection consists of about 1.7 million documents with about 30,000 new items being added annually. All items since 1965 are in microfiche format, with much of the pre-1965 collection in a combination of 16mm film and microfilm formats which will be eventually converted.

The documents in this collection have security classifications up through Secret, and include technical documents, technical summaries, technical notes and memoranda, conference papers and proceedings, theses, journal reprints, and other types of technical information such as patent applications.

The information NOT collected at DTIC includes any item classified as Top Secret, Cryptographic and Communications Security materials, Communications and Electronic Intelligence information, administrative reports, and contract or grant proposals. Also specifically excluded are documents relating to command and control of operations and operational forces, intelligence production community products, and items included in the DoD technical data management program such as standards and specifications.

When submitting a technical document for inclusion in the Technical Reports collection and database, two legible paper or microfiche copies of the document should be sent to DTIC either prior to, or as part of, that document's primary distribution. The document should have been prepared according to ANSI Standard Z39.18, and should include a completed SF 298 form as well as a DTIC Form 50 should you wish to be notified of the AD number assigned to the document.

Classified reports must be wrapped and sent in accordance with the Information Security Program Regulation. For confidential materials this means double wrapping with the highest classification of the enclosed reports stamped on the inner wrapper, and sending the items via certified or registered mail. For Secret materials, this means double wrapping with the highest classification of the enclosed reports stamped on the inner wrapper and a receipt for the contents inside the inner wrapper, and sending the items via registered mail.

The mailing address for forwarding technical reports is: [shown on screen: DTIC, Attn: DTIC-FDAC, Cameron Station, Alexandria, VA 22304-6145].

DTIC has started to accept documents that are in media other than paper and microfiche, such as video cassettes and floppy disks. Should you have a non-paper item to submit, you should contact DTIC and discuss it with them prior to submitting it.

Technical Report Database

The Technical Report Bibliographic Database is the largest of DTIC's databases. It currently contains bibliographic citations to the latest 1.4 million items in the technical reports collection. The information in this database corresponds to the information on the Report Documentation Page, Standard Form 298.

Whenever you submit a report to DTIC, the information on Standard Form 298 is reviewed and it is assigned a coded accession number. If the document is in paper form, it is transferred to microfiche. The information on the SF 298, along with additional data fields, is keyboarded and these records are collected and held in a searchable "current technical reports" file. Then, every two weeks the collected new citations are merged into the Technical Reports database. The total delay between receipt of a document and entry into the database is 4 to 6 weeks.

DTIC will, in certain special situations, accept SF 298 without a corresponding document. One example of this situation is for technical journal articles written by DoD authors. In this case, you need not submit a copy of the article, only the SF 298.

WUIS Database

The Research and Technology Work Unit Information System Database, commonly called the WOO-IS, is a collection of technically oriented summaries describing ongoing DoD research, engineering, and technology efforts, as well as summaries describing studies and analysis efforts being conducted. NASA efforts are also included. This database includes information concerning the what, where, when, how, at what costs, by whom, and under what sponsorship research, engineering, and studies and analysis is being performed.

This database currently contains over 200,000 records of which about 30,000 are "active", and the rest are for either completed or terminated efforts. The information in this database corresponds to the information on the Research and Technology Work Unit Summary, DD Form 1498.

The WUIS database must be searched by any scientist, engineer, technician, or program manager before beginning any new research or engineering effort to ensure that proposed projects do not duplicate other research or engineering in progress or completed. A recent report by the Office of the Inspector General revealed that 95 contracts valued at $32.6 million dollars had been identified that duplicated other research efforts. Hence, we must keep this database as current and complete as possible. Details on how to contribute to this database are in the report SAF/AQT-SR-90-003, The Work Unit Information System, which is also available in video as SAF/AQT-VIDEO-90-002 and on floppy diskette as SAF/AQT-FLOPPY-90-003. These are all available from DTIC.

IR&D Database

The third of the major DTIC databases, the Independent Research and Development database, requires no inputs from a DoD component. Because it contains contains company proprietary information, it cannot be accessed by the contractor community, and is treated as if it were classified data. This database currently contains over 100,000 records, and about 9000 new records are added each year.

Submissions to the IR&D database are made by contractors on an annual basis coinciding with the submission of their annual IR&D brochure. The information is submitted on the Independent Research and Development Data Sheet, DTIC Form 271, in either paper or machine-readable form.

7. Retrieving

Retrieving information from DTIC consists of two basic operations. First, searching the databases for specific citations or to generate bibliographies, and second, ordering copies of specific technical reports or work unit summaries.

Assuming that you are a registered DTIC user and have an NTIS deposit account, you can request literature searches by phone, FAX, or letter request, by submitting DTIC Form 64, Request for DTIC Database Products, or by using DTIC's online search service, DROLS. Once you have identified the documents of interest, you can request them either by a direct phone, FAX, or letter request, by submitting DTIC Form 1, Document Request Form, or again by using DTIC's online search service, DROLS. Priority service, which allows for next-day mailing of DTIC products, is available for an additional cost of $10; $20 if express mail service is also needed.

The phone numbers, addresses, and Fax numbers for ordering searches and documents are listed in the *DTIC Handbook for Users.*

The Defense RDT&E Online System, DROLS, allows remote access from anywhere in the U.S. to DTIC's central computer at Cameron Station. Through DROLS, users can search the major DTIC databases, and order bibliographies, documents, and management summaries.

Access to DROLS is available through both direct dial-up via TYMNET, and through dedicated lines and cryptographic equipment in the case of users needing access to classified service. DROLS is a difficult search system to master and workshop training is a necessity to become an effective user of this software.

The DoD Gateway Information System, DGIS, offers a flexible alternative to access DTIC's databases and the databases of NASA, DOE, and the major commercial database vendors. In addition to gateway access to these databases, DGIS also offers electronic mail, downloading of citations, and post-processing features such as merging, editing, and sorting of the downloaded citations.

SearchMAESTRO is a menu-driven access system which simplifies searching by using structured menus. SearchMAESTRO, which is operated by Telebase/EasyNet, is available either through direct dial-up or through DGIS, and features a searchable directory of databases, query building through a series of menus, searching and display of results, and online human assistance.

8. Ancillary Support From DTIC

In addition to direct support of your inputs to the document collection and databases and helping you retrieve information from these sources, DTIC also provides a full range of publications, training courses, conferences, and forms to support your use of these services.

Publications

Some of DTIC's major publications are:

The *Handbook for Users*, which is the basic overall guide to DTIC and it's services. It is a "must-have" document for all individuals seeking to fully utilize DTIC's services.

The *Contributor's Handbook*, which is a companion publication to the previous Handbook, and is of main interest to individuals contributing documents, work unit summaries and other items to the DTIC collection.

The *DTIC Digest*, which is a quarterly newsletter containing general news items, calendars of events, phone numbers for specific contacts, etc. It is sent free to all DTIC registered users.

Defense RDT&E Online System Dial-Up Retrieval Self-Training Manual, whichis a comprehensive user's guide to all aspects of the DROLS system. It is used as the text in the DROLS training courses and contains many examples.

The *DTIC Retrieval and Indexing Terminology*, which is a detailed listing of DTIC's controlled Posting Term vocabulary. It is a very important reference document when using DROLS, requesting a demand bibliography, or when assigning subject terms to a technical document.

How to Get It - A Guide to Defense-Related Information Resources, which is probably the most popular and important reference book DTIC publishes. It contains information on what a particular document is, where it is indexed, and how to get it.

The **DTIC Referral Databank Directory**, which is a listing of the mission, scope, and services of government-sponsored activities which provide scientific and technical information services.

The **Directory of DoD R&D Databases**, which is a listing and detailed description of the DoD R&D databases that have been identified by DTIC. The corresponding database is available online as part of the DGIS system.

Training

DTIC conducts a number of training classes in connection with the DROLS system. These classes are held on-site at DTIC, at the Annual and Regional User's Conferences, and off-site at other locations. The basic formal training consists of a 3-day course for users of the dial-up DROLS system, and a 5-day course for users of dedicated DROLS systems. At the conferences, sessions are held on Basic Dial-Up Use, Basic Refresher, and Advanced Refresher topics.

Conferences

The DTIC Annual User's Conference is a major event for individuals involved with defense information. It is held in the Washington, DC area in late October of each year and gives the DTIC user community a chance to learn about new developments and services, and to share information with the DTIC staff. In the past, the conference has been four days long and the registration fee has been about $150.

In addition to the Annual Conference, DTIC also sponsors a series of smaller Regional Conferences in various locations across the United States. You may want to attend one of these if you are unable to attend the Annual Conference. There is no registration fee for attending these regional conferences.

Forms

The major forms used by DTIC and their functions are:

DD Form 1540 - Registration for Scientific and Technical Information Services, is used to register for DTIC services and, in the case of a contractor, must be submitted for each new contract or grant.

DD Form 1541 - Facility Clearance Register, is used by contractors who require classified services. It must be approved by the Defense Investigative Service.

DD Form 2345 - Militarily Critical Technical Data Agreement, is used to obtain access to export-controlled materials. This form is processed by the Defense Logistics Services Center and only those contractors certified can obtain access to these materials.

DTIC Form 1 - Document Request Form, is used to directly order reports from the DTIC collection. Note that documents can also be ordered by phone, by letter, by FAX, and electronically via DROLS.

DTIC Form 6 - Notification of Deposit Account, is used to register your NTIS deposit acccunt number with DTIC. This number must be on file with DTIC before any order can be processed.

DTIC Form 50 - DTIC Accession Notice, is used when submitting a document to DTIC, in order to receive back from DTIC a notification of the AD number assigned to that document.

DTIC Form 55 - Request for Release of Limited Document, is used to request access to a limited distribution document when the requestor falls outside the distribution statement. Note that this form may be submitted online via DROLS.

DTIC Form 64 - Request for DTIC Database Products, is used to request a search of one of the DTIC databases or to subscribe to the Current Awareness Bibliography or Recurring Reports services. Note that these requests can also be made by letter and by phone.

DTIC Form 256 - Forms Request, is used to order quantities of the standard DTIC forms. You may also order forms by phone.

DTIC Form 271 - Independent Research and Development Data Sheet, is used by contractors to submit data to DTIC for inclusion in the IR&D database.

Standard Form 298 - Report Documentation Page, is included in all documents submitted to DTIC, usually as the first page of the report. It is distributed in quantity from the General Services Administration. [On screen: SN 7540-01-280-5500, for $3.75 per 100, (703) 557-2352]

DD Form 1498 - Research and Technology Work Unit Summary, is a hypothetical form, since DTIC seldom gets paper inputs to the Work Unit Information System. Note that a new version of this form will be available as part of a major WUIS upgrade scheduled for late 1990.

9. Summary

In summary, DTIC is the single most important information service for Defense engineers, scientists, managers, and information specialists. Interactions with DTIC are an important part of the Air Force STINFO Program Managers duties.

Although DTIC provides a wide variety of services and products, the major services that DTIC provides to the DoD and its contractors are:

1. The **Technical Reports collection**, and secondary distribution of this collection.

2. The **Technical Reports database** containing bibliographic citations to the Technical Reports collection.

3. The **Work Unit Information System database** containing summaries of on-going and past DoD R&T Work efforts.

4. The **Independent Research and Development database** containing summaries of the major defense contractor's in-house R&D efforts that relate to DoD interests.

5. And, the **DROLS system** providing online dial-up access to these databases, as well as electronic ordering of bibliographies and ordering of the documents themselves.

Your next step after seeing this video is to get a copy of the *DTIC Handbook for Users*. If you are a member of the DoD technical community and either use information, manage information, or create technical documents, you should become a participating and active member of the growing DTIC community of contributors and users.

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